United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program

SOP No.: PDP-DATA-05		Page 1 of 5
Title: Remote Data Entry (RDE) System		
Revision: 2	Replaces: 10/1/98	Effective: 07/01/01

1. **Purpose:**

    To provide standard procedures for Remote Data Entry (RDE) system software and electronic media used by USDA/AMS Pesticide Data Program (PDP) participating facilities.

2. **Scope:**

    This standard operating procedure (SOP) shall be followed by all laboratories conducting residue studies for PDP, including support laboratories conducting stability or other types of studies that may impact the program. These SOPs will be revised as further rulings/regulations evolve regarding usage of the PDP RDE system software and electronic media.

3. **Outline of Procedures:**

    5.1   Administration
    5.2   Data Entry
    5.3   Data Transmission
    5.4   Data Security
    5.5   Electronic Media

4. **References:**

    - USDA/AMS PDP Quality Assurance(QA)/Technical Meeting, February 21-22, 2001
    - USDA/AMS PDP Quality Assurance Meeting, May 18-20, 1999
    - PDP Data Entry System Specifications, April 18, 1994
    - PDP Data Entry System User Manual, November 1994
    - PDP Data Entry System Training Manual, July 8, 1994

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5. <u>**Specific Procedures to be Followed:**</u>

This standard operating procedure (SOP) represents minimum PDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

5.1   Administration

Each laboratory and/or Technical Program Manager (TPM) shall designate an individual or individuals to administer applicable aspects of the RDE system.

5.2   Data Entry

a.   The laboratory shall create RDE work files so that all samples related to a Quality Assurance (QA) form are included in one unique work file identification number. This will be referred to as a QA group. Multiple QA groups shall not be placed in the same work file. Multiple commodities within a single QA group are acceptable.

b.   All analytical data shall be electronically transmitted to the Monitoring Programs Office using the RDE software. Paper copies shall not be mailed without prior authorization from the Monitoring Programs Office.

c.   Refer to the latest Data Entry System documentation for further information.

5.3   Data Transmission

a.   The RDE receiving computer at the Monitoring Programs Office will be available to receive work files and QA files 24 hours a day, including weekends, except during power outages, maintenance, etc. All participating facilities will be notified when the RDE receiving computer is out of service.

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5.4   Data Security

All RDE directories and work files shall be virus scanned before electronic transmission to the Monitoring Programs Office. Anti-virus software (for Windows) will be provided by the Monitoring Programs Office.

5.5   Electronic Media

a.   All procedures for validating, using, securing, and manipulating electronic media shall be documented in internal SOPs.

b.   All electronic data shall be maintained by the laboratory at least two years following RDE transmission to the Monitoring Programs Office.

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Revision 2	February 21-22, 2001	QA/Technical Meeting

- Modified title
- Formatting changes to conform with other SOPs
- Changed Residue Branch name to Monitoring Programs Office
- Updated section 4, "References"
- Added Administration subsection 5.1 to address designation of responsible individuals
- Removed references to designees throughout remainder of document
- Added subsection 5.5.b specifying retention of electronic data by laboratory